

**Attention Victims: Please review the instructions for the attached Crime Victim Notification Request and Demand for Rights Form This is Your Most Important Link to Information and Rights**

***INSTRUCTIONS FOR COMPLETING THE FORM***

1. Completing the attached form and returning it to the State's Attorney's Office allows you to be notified of all hearings and events related to your case. Once you return this form, you will be informed about the defendant/juvenile throughout the trial, sentencing, appeal, incarceration, supervision, and post trial release process, should they occur. **Release notice may not include notice of pre-trial release.** You are also requesting all the rights that you may have as a victim of crime. To receive personal assistance in exercising your rights, contact the State's Attorney's Office related to your case. Please read the instructions below before completing this form.
2. If you wish to receive notice so that you can exercise your LEGAL RIGHTS as a crime victim, please sign this form and return the white, yellow, pink, green and blue copies to the State's Attorney's Office that is handling your case. *Keep the goldenrod copy for your future reference.*
3. You are urged to complete this form immediately to ensure that your rights are upheld. If you do not sign and return the form now, you may still request and receive information about your court case from the State's Attorney's Office handling your case at a later date; however, it is strongly recommended that you promptly forward the completed form to the State's Attorney's Office.
4. Whether or not you sign and return the form, you may be needed as a witness in the case and therefore, you may be contacted by the State's Attorney's Office. At this time, you may also be required to appear and testify in court. Even if you designate a person or organization to receive notices concerning your court case, the State's Attorney's Office handling your case may contact you directly.
5. **If you change your address or phone number, you must tell the State's Attorney's Office,** or they will have no way of notifying you. **In cases where the offender has been convicted and is either incarcerated, on probation or parole or has appealed his conviction, you must also notify the commitment facility, Division of Parole and Probation or the Office of the Attorney General of any change of address or telephone number.**
6. If, at any time, you wish to stop being notified about your case, or no longer want to exercise your rights as a victim, you must put your request in writing and send it to the State's Attorney, or to the facility specified in the commitment order if the defendant/juvenile has been incarcerated.
7. **REMEMBER:** If you have designated another person and/or organization to receive any notices for your case, *it is your responsibility to keep in touch with your contact person or organization.* If your representative moves, or otherwise becomes unavailable, or if you move without notifying your representative, it is possible that you may not receive notification of the events to which you are entitled under law.

# CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM

Form must be completed for each defendant and/or juvenile.

In the Circuit/Juvenile Court for _____		County/City (Circle one) _____
Court Case No. _____	Case Tracking No. (If known) _____	Inmate No. (If known) _____
State v. _____		Date of Birth _____/_____/_____

## CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM (PLEASE BEAR DOWN FIRMLY AND PRINT OR TYPE ALL INFORMATION)

Victim's Name: Ms. / Miss / Mrs. / Mr. (Circle one) _____	If a minor, Date of Birth _____/_____/_____
If Victim is a Minor, Deceased, or Disabled, give Victim Representative's Name: Ms. / Miss / Mrs. / Mr. (Circle one) _____	Relationship _____

I REQUEST NOTICE OF ALL EVENTS RELATED TO THIS CASE AND TO THE DEFENDANT/JUVENILE, AS ALLOWED BY LAW, AND DEMAND ALL THE RIGHTS TO WHICH VICTIMS OF CRIME ARE ENTITLED.  
I UNDERSTAND THAT IF I DO NOT COMPLETE THIS FORM AND RETURN IT TO THE STATE'S ATTORNEY'S OFFICE THAT I MAY NOT BENEFIT FROM MY RIGHTS AS A VICTIM.

_____ Signature of Victim or Victim's Representative	_____ Date
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Please refer to the instruction page attached to the front of this form for specific instructions and information.

THIS FORM WILL BECOME PART OF THE PUBLIC RECORD IN THIS CASE. IF YOU DO NOT WANT YOUR ADDRESS AND PHONE NUMBER IN THE RECORD, ☐ CHECK THIS BOX TO REQUEST SHIELDING OF THIS INFORMATION.

Victim/Victim's Representative: _____				
Address _____		City _____	State _____	Zip _____
Phone (Day) _____		Phone (Evening) _____	Cell Phone _____	
Email _____				

If another person or organization has agreed to receive and forward notices to you AND you agree to maintain contact with the Alternate, complete the following information

Name of Alternate Victim Contact: _____				
Relationship to Victim/Victim's Representative: <input type="checkbox"/> Family Member <input type="checkbox"/> Friend <input type="checkbox"/> Support Agency <input type="checkbox"/> other				
Contact Address _____		City _____	State _____	Zip _____
Phone (Day) _____		Phone (Evening) _____	Cell Phone _____	
Email _____				

**Criminal Justice Agencies please refer to the reverse side of this form for processing instructions.**  
WHITE: Clerk of Court; YELLOW: State's Attorney; PINK: Detention/DOC/DHMH; GREEN: Parole & Probation; BLUE: Attorney General's Office; GOLDENROD: Victim/Victim's Rep.

# INSTRUCTIONS FOR AGENCY PROCESSING CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM

1. **State's Attorney's Office:** Within 10 days of the filing of a Bill of Information or Indictment the Crime Victim Notification Request and Demand for Rights Form (CVNRF) should be forwarded to the victim or victim's representative (See Criminal Procedure Article, § 11-104(c)). Upon receipt of a completed CVNRF the State's Attorney's Office should record receipt, retain the yellow copy and forward the white, pink, green and blue copies to the Clerk of Circuit and/or Juvenile Court. (See Criminal Procedure Article, §11-104(d) (2)). In cases where a defendant is being detained pending trial, a photocopy, preferably pink, of the CVNRF should immediately be sent to the detention facility where the defendant is incarcerated. In the event that a CVNRF is received after a defendant has been convicted and the court case has been closed, the white, pink, green and blue copies should still be forwarded to the Clerk's Office. The Clerk's Office should retain the white copy and, if applicable, immediately forward the pink copy to the commitment facility and the green copy to the Division of Parole and Probation.
2. **In cases appealed to the Court of Special Appeals or Court of Appeals, a copy of the CVNRF should be forwarded to the Attorney General's Office** (See Maryland Annotated Code, Criminal Procedure Article § 11-104(f)(2)).
3. **Clerk of Circuit Court:** Upon receipt from the State's Attorney Office, all copies should be recorded and placed in the court case file until the case has been heard and sentence imposed. If the defendant is committed to the Division of Correction, Patuxent Institution, the Maryland Department of Health or a local detention facility, the pink copy should be included with the commitment order. In cases where a probation order is issued, the green copy should be attached to the probation order and forwarded to the designated intake officer prior to the commencement of the probationary sentence. (See Criminal Procedure Article, § 11-104(f) (1)). In the event that a CVNRF is received after a defendant has been convicted and the court case has been closed, the white (original) form should be recorded and retained in the court case file, and, if applicable, the pink copy should be forwarded to the commitment facility and the green copy to the designated intake officer or probation agent within the Division of Parole and Probation. (See Criminal Procedure Article, §11-104(f)).
4. **In cases where an appeal is filed, the Clerk should send the blue copy to the Office of the Attorney General and a copy to the court to which the case has been appealed.** (See Criminal Procedure Article, § 11-104(f) (2)).
4. **Clerk of Juvenile Court:** Upon receipt from the State's Attorney's Office all copies should be recorded and placed in the court case file until such time as the case has been adjudicated. If a respondent is committed, the Clerk is responsible for including the pink copy with the commitment order and, if placed on probation, the green copy should be attached to the probation order, (See Criminal Procedure Article, §11-104(f)).
5. **Local Detention Facilities:** On receipt of a CVNRF or other written request, the local detention facility should record receipt of the request for notification. Once received, the commitment unit is responsible for notifying a victim, a victim's representative, or a witness of an escape, recapture, transfer, release or death of the inmate. (See Criminal Procedure Article, §11-508). If the inmate is subsequently committed to the Division of Correction, Maryland Department of Health or Patuxent Institution, the CVNRF or other written request should be forwarded along with the commitment order.
6. **Division of Correction:** Upon receipt of a CVNRF, the Division of Correction should record receipt, retain the pink copy and, if applicable, forward a photocopy to the Parole Commission. (By verbal agreement between Paul Davis, Former Chair, Maryland Parole Commission and Debra Neighoff, Victim Services Coordinator, Division of Correction, 1993).
7. **Please note:** These guidelines only address the processing of the Crime Victim Notification Request and Demand for Rights Form and, in part, other written requests, and not your agency's responsibility for notification of court and/or custody status. For details regarding an individual agency's statutory duty to notify a crime victim, please refer to Maryland Annotated Code, Criminal Procedure Article, Title 11.
8. Following these procedures will help eliminate any confusion experienced by criminal justice professionals, reduce potential violations of crime victims' statutory rights, and enhance service delivery to victims throughout the State.